

E X T R A C T

LEAVE
REDUCTION OF EXCESS LEAVE ACCUMULATIONS

1. The maximum accumulation of annual leave for employees located overseas has been reduced from 90 to 45 days and for other employees from 60 to 30 days under the provisions of Public Law 102, 83rd Congress, which amended the Annual and Sick Leave Act of 1951. Exceptions to these limitations are authorized for employees who legally carried over to the calendar year 1953 more than the new maximum, and for employees eligible for the 45-day maximum who subsequently become subject to the 30-day maximum.

2. However, section 6 of Public Law 102 provides, in part:

The Heads of the departments and agencies are authorized and directed to take such action as may be necessary to bring about reductions in the accumulated annual leave to the credit of officers and employees which is in excess of the amounts allowable under the applicable provisions of section 203 of the Annual and Sick Leave Act of 1951, as amended by this Act, within a reasonable period of years, consistent with the exigencies of public business * * *.

3. In order to carry out the provisions of P. L. 102 it will be necessary for those employees carrying excess leave accumulations to reduce their excess leave as promptly as possible consistent with the urgent work needs of the Agency. A uniform plan for the liquidation of excess leave accumulations will not be prescribed at this time due to the varying work requirements within and between the components of the Agency. However, supervisory officials and individual employees are responsible for ensuring an orderly reduction in excess leave accumulations.

4. The Office of the Comptroller will report the progress made in carrying out this reduction to the Deputy Director (Administration) during the month of January of each year. Based on these reports, and after further study it may be necessary to develop a uniform plan to ensure accomplishment of the purposes of section 6 of P. L. 102 with minimum impact upon the Agency's operating program."

E X T R A C T

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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

September 8, 1953

DEPARTMENTAL CIRCULAR NO. 725

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Reduction of Excess Annual Leave Accumulations.

This circular requires two submissions to the Commission: one not later than November 1, 1953 and the other by February 15, 1954.

Section 6 of Public Law 102--83d Congress authorizes and directs heads of departments and agencies to take action to reduce accumulated annual leave which is in excess of the 30 or 45 days allowed by the Annual and Sick Leave Act of 1951, as amended. The reduction is to be achieved within a reasonable period of years, consistent with the exigencies of the public business. The law required the Civil Service Commission to include in its annual report to the Congress a statement of the progress made in reducing excess annual leave accumulations.

Reduction Policies and Plans

As provided by the law, action to reduce excess annual leave accumulations will be determined by agency heads, and will not be regulated by the Civil Service Commission. However, the Commission suggests some general guidelines which may assist agency heads in this regard. The Commission believes that reduction plans or policies which meet as closely as possible the following criteria will be consistent with the purpose of the law and with sound and economical personnel management:

- (a) Policies and plans should be designed to reduce excess accumulations within a reasonable period of years.
- (b) Excess accumulations should be eliminated through means which will not bring about added overtime work or replacement costs, or unduly impair the performance of agency functions.
- (c) Leave reduction actions should in no event interfere with the general goal of reducing Government employment to the minimum necessary for carrying out agency programs.
- (d) A liberal policy should be followed in approving requests for extended vacations which will use up excess accumulated leave.

(e) Plans should be flexible enough to allow for limited exceptions where individual employees or groups of employees cannot be spared at given times. Exceptions should also be authorized to permit employees to defer use of excess leave where warranted in meritorious cases for extended travel, study, etc.

(f) To the extent practicable, employees should be consulted in the development of leave reduction policies and plans.


Each department and agency is requested to provide the Commission with a statement of its leave reduction policy and plans, for use in the Commission's annual report. Two copies of these statements should be sent to the Executive Director by November 1, 1953.

Report on Annual Leave Accumulations

Each Federal department and agency is requested to report as of the beginning of the 1954 leave year the information indicated on the attached form and instructions. This information will enable the Commission to meet its responsibilities under the new law.

Reports will be due at the Civil Service Commission not later than February 15, 1954. Further reports on this subject will probably be required in succeeding years. Questions on the report and requests for supplies of forms should be addressed to Federal Employment Statistics Staff, code 171, extension 5108 or 5109.

These reports have been approved by the Bureau of the Budget in accordance with the Federal Reports Act of 1942.



John W. Macy, Jr.
Executive Director

Attachment: CSC Form 363

Distribution: 3 copies to Headquarters of agencies only.
3 copies to Commission's regional and branch
regional offices; 1 copy to each central
office division chief and staff official.

Distribution of Federal employees subject to the Annual and Sick Leave Act of 1951, as amended, with excess accumulated annual leave, by the amount carried over at the beginning of the first complete pay period occurring in 1954 and a comparison with the previous year.

AGENCY
BUREAU OR OTHER ORGANIZATIONAL UNIT

ACCUMULATED ANNUAL LEAVE GROUPS, IN HOURS	NUMBER OF EMPLOYEES AT BEGINNING OF LEAVE YEAR											
	TERRITORIES AND POSSESSIONS				FOREIGN COUNTRIES				CONTINENTAL U. S.		WASH. D.C., MET. AREA	
	1954		1953		1954		1953		1954	1953	1954	1953
	MAXIMUM ACCUMULATION											
	30 DAYS ¹	45 DAYS ²	30 DAYS ¹	45 DAYS ²	30 DAYS ¹	45 DAYS ²	30 DAYS ¹	45 DAYS ²				
TOTAL												
241 - 320												
321 - 360												
361 - 400												
401 - 480												
481 - 560												
561 - 640												
641 - 720												
721 or more												

¹ Employees subject to Sec. 203(c) of the Annual and Sick Leave Act of 1951, as amended.

² Employees subject to Sec. 203(d) of the Annual and Sick Leave Act of 1951, as amended.

INSTRUCTIONS

This report covers all employees reported on S.F. 113 and 113A who are under the Annual and Sick Leave Act of 1951, as amended, and have accumulated annual leave in excess of the new maximum accumulations set by Public Law 102.

Report in the total line for each of the areas shown on the form, under the columns headed "1954" the number of employees who carried over into that leave year more hours of accumulated annual leave than they now can accumulate under P.L. 102. The employees in the continental United States are subject to Sec. 203(c) of the Annual and Sick Leave Act of 1951, as amended by P.L. 102. In overseas areas, under the "30 days" headings, report employees who are subject to Sec. 203(c) and under the "45 days" headings those subject to Sec. 203(d).

Under the total line, show the distribution of employees by the accumulated annual leave groups shown in the stub at the left of the form.

For the columns headed "1953," show the distribution of these same employees by the amount of accumulated annual leave carried over at the beginning of the 1953 leave year.

Separate reports will be required for each bureau or major organizational unit for which reports on S.F. 113 are required. Summary reports will not be required since the Civil Service Commission will summarize mechanically. Agencies having IBM equipment may submit decks of cards and tabulations in the arrangement of the report on the attached form if they so desire. For card outline and codes to be used, please call Federal Employment Statistics Staff, code 171, extension 5108 or 5109.

U. S. CIVIL SERVICE COMMISSION

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